EDMUND G. BROWN JR., GOVERNOR

DEPARTMENT OF BENEFIT PAYMENTS
4 P Street, Sacramento, CA   95814

April 18, 1975

ALL-COUNTY LETTER NO. 75-85

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: FOOD STAMP PROGRAM - REQUEST FOR SUBMITTAL OF FORM MODIFICATIONS
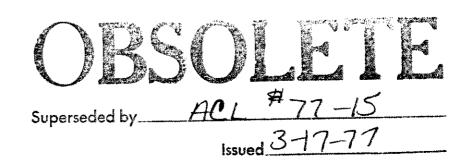   FOR PRIOR DBP/FNS APPROVAL
REFERENCE: 63-9330

It has been brought to our attention that a number of counties have apparently
devised and adopted substitutes for state Food Stamp Program forms without
prior approval from the Department of Benefit Payments, Food Stamp Management
Branch.

This is a reminder that provisions in Manual Section 63-9330 (formerly
Section 63-906) require that all forms and instructions used by counties in
administering the Food Stamp Program receive prior FSM/FNS approval unless
such forms and instructions are copies of samples provided by FNS or are FNS
approved state forms. The same section further provides that modification of
any of these forms, other than to provide identification of the individual food
stamp counties, will not be approved by FSM/FNS unless it can be established
that use of the approved forms is not administratively feasible because of
unusual and overriding circumstances.

The reason for this restriction is to prevent a proliferation of various
versions of the same form and to insure, to the maximum extent possible,
statewide program uniformity.

It is therefore requested that a copy of any currently used food stamp program
form that was devised and adopted by your department without prior approval
through DBP-FSM, be promptly submitted to this office with an attached expla-
nation of the circumstances warranting the modification.

OBSOLETE

Superseded by   ACL #77-15

Issued 3-17-77

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The FSM/FNS review of form modification will critically evaluate the justification for the modification as well as the modification itself.

Please direct any questions to Charles Teal, of the Policy Coordination Bureau, Food Stamp Management Branch, at (916) 445-6907.

Thank you for your cooperation in this matter.

Sincerely,

DENNIS O. FLATT
Deputy Director

cc:　FNS-USDA
　　　CWDA
　　　PIB